Getting Started with Business Objects: *What do I need to do?*

STEP 1:
You're told you need to use Business Objects.

What type of data will you be working with? *Financial, HR, DAR, EPIC, Medipac,* etc.

Click **Access Request Form** link on Business Objects main page (left column). Complete form to request access to the appropriate type(s) of data, called ***universes***.*

STEP 2:
For what purpose do you plan to use Business Objects?**

To fill in prompts and generate existing reports from a website.
(e.g., HR Reports, ePAC, Procurement, Privilege Management reports)

Both:
Follow both paths.

To write custom reports where you determine what data the reports will contain and you format the reports.

InfoView:
You'll only need to use the InfoView web portion of Business Objects for your reports.

Business Objects:
You need to install the *desktop version* of Business Objects, called Desktop Intelligence (*Deski*).
See https://mis.vanderbilt.edu/installationandsupport.html

Training, when available, is offered by the department offering the reports.
(See Universe listing on main Business Objects page to find a link to the correct universe. Refer to step 1 for more information on universes.)
InfoView Training is at http://www.vanderbilt.edu/fis/Training/infoviewxi_classes.htm

****Double check with your department to ensure that the platform indicated is what your area chooses to use. Variations in platforms will occur in some cases based on departmental decisions. If you use dashboards, check within your department to determine if you need InfoView or Deski.**

Attend training* for your universe, if training is available.
(See Universe listing on main Business Objects page.)

***You MUST have access to a Business Objects universe BEFORE attending training.**